Company Historian Responsibilities

Introduction
The company historian plays an important role in encouraging members to write and submit histories of pioneers and settlements. A major mission of the organization of Daughters of Utah Pioneers is to preserve the histories of pioneers.

Summary of ISDUP Constitution and Bylaws
- Collects pioneer histories, manuscripts, photographs, maps, locality, and settlement information from camp historians and forward the material to International Historian.
- Ensures the information sent to International historian contains information about pioneers who crossed the plains after the Nauvoo expulsion (starting in February, 1846) to the Utah Territory or State of Deseret, those who died crossing the plains before May 10, 1869, or who were born in the Utah Territory/State of Deseret before May 10, 1869.

Responsibilities
1. **Encourage That Histories Be Written and Maintain Company Submission Log Book**
   - Assist and encourage members to do research and write their pioneer ancestors’ histories.
   - Provide ideas for writing histories in meetings.
   - Use the following parameters when defining a pioneer. A pioneer for the purposes of writing a history can be:
     1. Native. A person born in the State of Deseret Utah Territory between July 24, 1847 and May 10, 1869.
     2. A person who crossed the plains (after the Nauvoo expulsion in February 1846) to the State of Deseret or Territory or those who died crossing the plains before May 10, 1869 such as:
        - Trappers and hunters.
        - Freighters, miners and merchants.
        - Members of wagon companies (Mormon or non-Mormon).
        - Members of Mormon Battalion who traveled to or through geographic area covered by State of Deseret or Utah Territory before the completion of the railroad, May 10 1869.
        - Members of Johnston’s Army who traveled to or through geographic area covered by Utah Territory between 1857–1858. (Utah War, 1857-1858)
        - Passengers of Ship Brooklyn who settled in San Diego, San Bernardino.
        - Individuals who traveled to or through geographic area covered by State of Deseret or-Utah Territory.
        - Workers on the railroad in geographic area covered by Utah Territory before May 10, 1869.
     3. Direct-line. An ancestor is someone from whom you are descended. It can be your parents, grandparents, or someone generations back in your family tree. A direct-line ancestor represents a direct, parent-to-child relationship from one generation to the next.
4. Traveled from any direction, east, south or west to or through geographic area covered by State of Deseret or Utah Territory.
   - Obtain and maintain the Company Historian Log to record submissions

2. Ensure the Pioneer History Title Page is Completed with Submissions
   - Review both title pages completely to ensure they are filled out completely to the best of their knowledge and must accompany history turned in to the ISDUP history department.
   - Complete address of the submitter and the historian’s address is included.
   - Understand that the two-page title information will be separated at ISDUP and the second page containing names and addresses will be filed separately (copyright and privacy laws).
   - Write the date the history is submitted on the bottom of both title pages.
   - Complete history/locality title pages.
   - Review history submissions using the following check list prior to submission:
     - Is the history about a pioneer? (February 1846 – May 10, 1869)
     - Does the history have both title pages?
     - Is all the information completed on the second page of title page?
     - Women use their last married name.
     - Is the company historian’s name and address on the second title page?
     - Is the history information recorded in the submission log?

3. Forward Histories With Title Pages to ISDUP
   - Send histories to ISDUP promptly when they are received and do not hold them until the end of the year.
     Send histories to: ISDUP History Department
                      300 North Main
                      Salt Lake City, UT 84103-1699
   - Receive an acknowledgement of an email or post card within a three-week period from ISDUP. (If not call ISDUP history department.)
   - Send acknowledgement to camp historians when the histories have been received by ISDUP.

4. Provide Leadership Training to Company Board and Camp Historians as Directed
   - Conduct training to camp historians.
   - Distribute information form ISDUP regarding the role of the camp historian.

5. Perform Other Duties as Assigned by the Company President

6. Use Current Forms and Information Found at ISDUP.org.
   - Company Historian Log Form
   - Pioneer Title Page
   - Locality Title Page
   - Pioneer History Order Form
   - Camp and Company History Title Page
   - History Department Information (International Section of the President’s Packet)
# DUP History Submission Flow Chart

<table>
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<tr>
<th>DUP Member</th>
<th>Camp Historian</th>
<th>Company Historian</th>
<th>ISDUP</th>
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</table>
| • Writes pioneer or locality history.  
• Completes both title pages.  
• Submits to camp historian. | • Reviews both title pages to ensure they have been completed according to ISDUP instructions.  
• Records the history submission on the Camp Historian Log.  
• Forwards the history and both title pages to the company historian. | • Reviews the history submission and ensures the necessary information is on the both title pages.  
• Records the history submission in the Company Historian Log.  
• Forwards history and both title pages to ISDUP. | • Upon receipt of the history an email or post card acknowledgement is sent to the company historian.  
• Company historian is to notify camp historian when the history has been received by ISDUP. |